



Washington, DC 20530

**SUPPLEMENTAL
INSTRUCTIONS FOR APPLICATION FOR APPROVAL AS A PROVIDER
OF A PERSONAL FINANCIAL MANAGEMENT INSTRUCTIONAL COURSE
FOR ACCREDITED INSTITUTIONS OF HIGHER EDUCATION**

Introduction. The United States Trustee Program has determined that accredited universities and community colleges are eligible to apply to become providers of personal financial management instructional courses using a streamlined version of the Application for Approval as a Provider of a Personal Financial Management Instructional Course (the “Application”) (OMB Form No. 1105-0085; Expiration Date 12/31/05).

Instructions. Accredited universities and community colleges should obtain a copy of the: (1) Application; and (2) Application Instructions from the United States Trustee’s Internet website located at www.usdoj.gov/ust. Notwithstanding the directions contained in the Application Instructions, accredited institutions must complete only the following portions of the Application:

Section 1. General Information Concerning the Provider

Complete Sections: 1.2; 1.3; 1.5; 1.6; and 1.8

Section 2. Qualifications/Experience of Provider

Complete Sections: 2.9; and 2.10

Section 4. Learning Materials and Methodologies (Course Curriculum)

Complete Sections: 4.1; 4.2; 4.4; and 4.5

Section 6. Reasonableness of Fees

Complete Sections 6.1 and 6.2

Section 7. Acknowledgments, Agreements, and Declarations

Complete Sections 7.1 and 7.2

Section 8. Certification and Signature

Execute Application as Indicated

Completed applications should be submitted to the Executive Office for United States Trustees in accordance with the Instructions for the Application. If an accredited university or community college applicant has questions concerning these Supplemental Instructions, they should call (202) 514-4100.